

STATE PERSONNEL BOARD AGENDA



MAY 13, 2008

SACRAMENTO, CA



MEMORANDUM

DATE: May 1, 2008

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the May 13, 2008, Meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on May 13, 2008, at the offices of the California State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item. Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any materials related to items considered in the public sessions, please visit the SPB website at www.spb.ca.gov or contact staff in the Secretariat's Office via mail at State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-1028.

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone number above.

Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



BOARD MEETING – MAY 13, 2008 ¹

**9:00 a.m. – 12:15 p.m.
(Or upon completion of business)**

ALL TIMES ARE APPROXIMATE

Public and Closed Session Location

**801 Capitol Mall, Room 150
Sacramento, CA 95814**

¹ Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-1028.

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

9:00 a.m.

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER**
- Suzanne M. Ambrose
- 3. REPORT OF THE CHIEF COUNSEL**
- Elise S. Rose
- 4. REPORT ON LEGISLATION**
- Elise S. Rose
- 5. REPORT ON THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM**
- Member Sheehan
- 6. NEW BUSINESS**
Items may be raised by Board Members for scheduling and discussion for future meetings.

9:30 a.m.

- 7. BRIEFING – HR MODERNIZATION**
- HR Modernization Representative

A representative from the HR Modernization project will update the Board on the current status of the project and the development of the competency model as it relates to scientist classifications.

10:00 a.m.

- 8. ORAL ARGUMENT – PERSONAL SERVICES CONTRACT NO. 08-03**
 - Union of American Physicians & Dentists
 - Department of Mental Health

Appeal by the Union of American Physicians & Dentists from Executive Officer's February 4, 2008, Decisions approving six Personal Services Contracts for Psychiatric Services.

10:30 a.m.

- 9. HEARING – DEPARTMENT OF PARKS AND RECREATION'S LIFEGUARD (PERMANENT INTERMITTENT) CLASSIFICATION**
- State Personnel Board
 - Department of Personnel Administration
 - Department of Parks and Recreation
 - California Statewide Law Enforcement Association

Staff request authorization to make appointments to the Lifeguard (Permanent Intermittent) classification beyond June 30, 2008, the time period established by the December 6, 2007 resolution.

11:00 a.m.

- 10. BREAK (15 MINUTES)**

11:15 a.m.

- 11. ORAL ARGUMENT**

In the matter of **CASE NO. 06-3747A**. Appeal from dismissal. Parole Agent I. Department of Corrections and Rehabilitation.

11:45 a.m.

- 12. LIMITED THREE RANKS LISTS TASK FORCE**
- State Personnel Board
 - HR Modernization Project

Staff will provide a preliminary work plan that describes activities and timeframes for the implementation of a pilot project to conduct limited three-rank testing for specific classes.

12:00 p.m.

- 13. REPORT ON CDCR THREE SCORE CLASSIFICATIONS**
- State Personnel Board

Staff will update the Board on CDCR's biannual report reflecting the status of its hiring for CDCR's three-score classifications (Coleman v. Schwarzenegger, et al.).

12:15 p.m.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

14. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matters submitted at prior hearing.
[Government Code Sections 11126(c)(3), 18653(3).]

15. DELIBERATION ON NON-EVIDENTIARY CASES AND ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the State Personnel Board or by the Board itself.
[Government Code sections 11126(c)(3), 18653.]

16. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e)(1), 18653.]

California Highway Patrol, et al. v. State Personnel Board, et al.
Sacramento Superior Court
Case No. 34-2008-00002G14-CU-WM-GDS

California Department Corrections and Rehabilitation, et al. v. State Personnel Board, et al.
Sacramento Superior Court
Case No. 34-2007-00883875-CU-WM-GDS

Patrick McCollum v. State of California
United States District Court, Northern District of California
Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.
Case No. C01-1351 TEH

17. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the Legislature.
[Government Code section 18653.]

18. **RECOMMENDATIONS TO THE GOVERNOR**
Deliberations on recommendations to the Governor.
[Government Code section 18653.]

12:45 p.m.

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

19. **DISCUSSION OF UPCOMING BOARD MEETING SCHEDULED FOR MAY 27, 2008, IN SACRAMENTO, CALIFORNIA.**

BOARD ACTIONS:

20. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF THE APRIL 7, 2008, BOARD MEETING.**

21. **EVIDENTIARY CASES**

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting.

(1) CASE NO. 07-0850A

Appeal from non-punitive termination

Classification: Clinical Social Worker

Department: Department of Corrections and Rehabilitation

Proposed decision rejected September 24, 2007.

Transcript prepared.

Oral argument set for February 4-5, 2008, Sacramento.

Oral argument continued.

Oral argument set for March 3-4, 2008, Los Angeles.

Oral argument continued.

Oral argument heard April 7, 2008, Sacramento.

Case ready for decision by FULL Board.

(2) CASE NO. 05-3327A

Appeal from dismissal

Classification: Medical Technical Assistant

Department: Department of Corrections and Rehabilitation

Proposed decision rejected July 10, 2007.

Transcript prepared.

Oral argument set for February 4-5, 2008, Sacramento.
Oral argument continued.
Oral argument heard March 4, 2008, Los Angeles
Case ready for decision by FULL Board.

(3) CASE NO. 07-2966E

Appeal from discrimination complaint

Classification: Environmental Planner

Department: Department of Transportation

Case taken under submission at the April 22, 2008 Board meeting.

B. ORAL ARGUMENTS

These cases will be argued at this meeting or will be considered by the Board in closed session based on written arguments submitted by the parties.

(1) CASE NO. 06-3747A

Appeal from dismissal

Classification: Parole Agent I

Department: Department of Corrections and Rehabilitation

C. CHIEF COUNSEL RESOLUTIONS

(1) CASE NO. 05-1285A

Resolution regarding request for an Order to Show Cause

Classification: Public Safety Dispatcher II

Department: California Highway Patrol

(2) CASE NO. 06-3962

Resolution regarding request for an Order to Show Cause

Classification: Materials and Stores Supervisor I, CF

Department: Department of Corrections and Rehabilitation

(3) CASE NO. 04-2835

Resolution regarding request for an Order to Show Cause

Classification: Psychiatric Technician

Department: Department of Developmental Services

(4) CASE NO. 07-1056

Resolution regarding request for an Order to Show Cause

Classification: Stationary Engineer

Department: Department of Healthcare Services

(5) CASE NO. 01-3231

Resolution re-designating appellant's dismissal from the position of Office Technician (T)

Classification: Office Technician (T)

Department: Department of Corrections and Rehabilitation

COURT REMANDS

These cases have been remanded to the Board by the court for further Board action.

NONE

STIPULATIONS

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

PROPOSED DECISIONS

These are ALJ proposed decisions submitted to the Board for the first time.

(1) CASE NO. 07-1902

Appeal from dismissal

Classification: Carpenter II (Correctional Facility)

Department: Department of Corrections and Rehabilitation

(2) CASE NO. 05-4451

Appeal from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

- (3) **CASE NO. 07-2605E**
Discrimination complaint
Classification: Office Assistant
Department: Department of Corrections and Rehabilitation
- (4) **CASE NO. 07-1570**
Appeal from ten percent reduction in salary for seven pay periods
Classification: Teacher (High School-Arts and Crafts, Correctional Facility)
Department: Department of Corrections and Rehabilitation
- (5) **CASE NO. 07-3421**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (6) **CASE NO. 07-2538**
Appeal from automatic AWOL resignation
Classification: Facility Maintenance Worker II
Department: California State University, San Jose
- (7) **CASE NO. 04-2356**
Appeal from constructive medical termination
Classification: Parole Agent I, Adult Parole
Department: Department of Corrections and Rehabilitation
- (8) **CASE NO. 07-2633**
Appeal from ten percent reduction in salary for 12 months
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (9) **CASE NO. 05-1733B**
Appeal for back pay determination
Classification: Registered Nurse (CF)
Department: Department of Corrections and Rehabilitation

- (10) **CASE NO. 06-3678**
Appeal from reduction of one salary grade for one month
Classification: Public Safety Dispatcher II
Department: California Highway Patrol
- (11) **CASE NO. 07-4111**
Appeal from dismissal
Classification: Psychiatric Technician Assistant
Department: Department of Developmental Services
- (12) **CASE NO. 07-2020**

Appeal from constructive medical suspension
Classification: Chief Engineer
Department: Department of Corrections and Rehabilitation
- (13) **CASE NO. 06-4352**
Appeal from demotion
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
- (14) **CASE NO. 07-4470**
Appeal from twenty-two working days suspension
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (15) **CASE NO. 07-2581**
Appeal from rejection during probation
Classification: Correctional Officer Cadet
Department: Department of Corrections and Rehabilitation
- (16) **CASE NO. 07-2317**
Appeal from five percent reduction in salary for 36 months
Classification: Senior Librarian
Department: Department of Corrections and Rehabilitation

- (17) **CASE NO. 07-0888**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (18) **CASE NO. 07-1295**
Appeal from dismissal
Classification: Fire Apparatus Engineer-Paramedic
Department: Department of Forestry and Fire Protection
- (19) **CASE NO. 07-1204**
Appeal from 30 work day's suspension
Classification: Parole Administrator I
Department: Department of Corrections and Rehabilitation
- (20) **CASE NO. 05-4454**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (21) **CASE NO. 07-2014**
Appeal from ten percent reduction in salary for five months
Classification: Employment Program Representative
Department: Employment Development Department
- (22) **CASE NO. 07-3873**
Appeal from dismissal
Classification: Correctional Lieutenant
Department: Department of Corrections and Rehabilitation
- (23) **CASE NO. 07-0541**
Appeal from rejection during probationary period
Classification: Licensed Psychiatric Technician
(Correctional Facility)
Department: Department of Corrections and Rehabilitation

PROPOSED DECISIONS AFTER BOARD REMAND

NONE

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

E. PETITIONS FOR REHEARING

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

(1) CASE NO. 06-1286P

Appeal from dismissal

Classification: Youth Correctional Counselor

Department: Department of Corrections & Rehabilitation

WHISTLEBLOWER NOTICE OF FINDINGS

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case previously decided pursuant to Government Code, section 19683 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

(1) CASE NO. 06-3747A

Appeal from dismissal

Classification: Parole Agent I

Department: Department of Corrections and Rehabilitation

Proposed decision rejected January 8, 2008.

Transcript prepared.

Oral argument set for May 12-13, 2008, Sacramento.

(2) CASE NO. 06-0817A

Appeal from dismissal

Classification: Industrial Relations Counsel

Department: Department of Industrial Relations

Proposed decision rejected May 25, 2008.

Transcript prepared.

Oral argument set for June 9-10, 2008, Sacramento.

(3) CASE NO. 07-2189A

Appeal from non-punitive termination

Classification: Vocational Instructor (Welding)

Department: Department of Corrections and Rehabilitation

Proposed decision rejected March 4, 2008.

Transcript prepared.

Oral argument set for June 9-10, 2008, Sacramento.

(4) CASE NO. 06-2737PA

Appeal from dismissal

Classification: Correctional Sergeant

Department: Department of Corrections and Rehabilitation

Petition for rehearing granted April 22, 2008.

Pending transcripts.

22. RESOLUTION EXTENDING TIME PURSUANT TO GOVERNMENT CODE SECTION 18671.1

NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE SECTION 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

23. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION **CASES HEARD BY A STAFF HEARING OFFICER**

NONE

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

- (1) **CASE NO. 06-4681N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; negative law enforcement contacts.
- (2) **CASE NO. 07-2224N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; negative law enforcement contacts.
- (3) **CASE NO. 06-4001N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; alleged termination within one year of application to the CDCR.
- (4) **CASE NO. 06-3921N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; failure to provide honest and accurate information.
- (5) **CASE NO. 06-2745N** (*Remanded from 3/25/08 Board*)
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; gang affiliation.
- (6) **CASE NO. 06-3309N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; providing inaccurate information, omitting pertinent information, a negative driving record and failure to meet legal obligations.
- (7) **CASE NO. 07-0165N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; prior conviction.

- (8) CASE NO. 06-3124N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; illegal drug activity.
- (9) CASE NO. 06-3243N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability, omitting pertinent information and negative employment record.
- (10) CASE NO. 06-4065N**
Classification: Cadet
Department: California Highway Patrol
Issue: Suitability; failure to provide honest and accurate information as well as negative law enforcement contacts and a negative driving record.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

CASES HEARD BY A STAFF HEARING OFFICER

- (1) CASE NO. 06-0927N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: The Appellant shows evidence of immaturity and lack of conscientiousness; these are traits that would significantly interfere with the performance standards for State peace officer employment under Government Code section 1031, subdivision (f).

DISMISSED CASES

- (1) CASE NO. 08-0748N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation

**C. EXAMINATION APPEALS, MINIMUM QUALIFICATIONS, MERIT
ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

**D. RULE 211 APPEALS, RULE 212 OUT OF CLASS APPEALS,
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

NONE

E. REQUEST TO FILE CHARGES CASES

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

(1) CASE NO. 06-3184N

Classification: Associate Governmental Program Analyst

Department: California Highway Patrol

Issue: The charging party requests to file charges for violations of various subsections of Government Code section 19572.

PETITIONS FOR REHEARING CASES

NONE

24. NON-HEARING AGENDA

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII of the California Constitution. Matters within the

Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend that the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

(1) REVISED CLASS SPECIFICATION: PRINTING TRADES SPECIALIST CLASSES

At the State Personnel Board (SPB) meeting on April 22, 2008, the following three classes were abolished by the 5-member Board, and the revised class series specification for these classes was inadvertently omitted when the SPB agenda was published:

<u>Title</u>	<u>Class Code</u>
Printing Trades Specialist I (Finishing)	1489
Printing Trades Specialist II (General)	1499
Printing Trades Specialist IV	1522

The State Personnel Board and the Department of Personnel Administration request that the specification be revised to reflect the abolished classes.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

Title	Class Code
• Employment and Claims Assistant	9136
• Senior Property Auditor-Appraiser	5024
• Mobilehome Registration Specialist	8973
• Direct Marketing Specialist	0699
• Associate Direct Marketing Specialist	3006
• Food and Agricultural Management Development Trainee	5664
• Loss Control Plan Evaluator	9311
• Loss Control Certification Unit Manager	9314
• Collections Specialist, Department of Motor Vehicles	8641
• Collections Technician, Department of Motor Vehicles	8640
• Collections Supervisor, Department of Motor Vehicles	8642
• Milk Production Cost Analyst I	0554
• Milk Production Cost Analyst II	0155
• Supervising Milk Production Cost Analyst	0153
• Chief Deputy State Oil and Gas Supervisor	3753
• State Oil and Gas Supervisor	3752
• Supervising Actuarial Statistician	6078
• Assistant State Park Resource Ecologist	2831
• Associate State Park Resource Ecologist	2815
• Senior State Park Resource Ecologist	2829
• Supervising State Park Resource Ecologist	1081

25. STAFF AGENDA ITEMS FOR BOARD INFORMATION

NONE

26. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Operations Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

(1) CHIEF, LICENSING SERVICES DIVISION

The Department of Insurance proposes the allocation of one position to the CEA category. The position will be responsible to plan, organize, and direct the statewide activities of the Licensing Services Division; act as the expert on matters pertaining to insurance licensing and relevant Insurance Code sections; and assist in the formulation of policies relevant to the licensing functions.

(2) DIRECTOR OF MARKETING

The California Housing Finance Agency proposes the allocation of one position to the CEA category. This position plans, organizes and manages all CalHFA's products programs marketing, public information, and internal communications (including advertising, promotional events, outreach and public affairs initiatives).

(3) CHIEF, PSYCHOLOGICAL SCREENING UNIT

The State Personnel Board proposes the allocation of the above position to the CEA category. The position is responsible for overseeing and setting policy for the work of a team of licensed Psychologists assigned the responsibility of making final determinations of fitness for peace officer positions statewide and represents the SPB at all appeals and litigation proceedings as it pertains to the psychological screening of applicants.

(4) FI\$CAL PROJECT DIRECTOR

FI\$Cal proposes to allocate the above position to the CEA category. This position fulfills substantial leadership responsibilities for directing the day-to-day activities of this Project of significant scope, complexity and sensitivity. The Project Director is responsible for the development and implementation of policies relevant to implementation and ongoing operations of this Project. The FI\$Cal Project will transform the budgeting, accounting, and procurement functions of all state departments.

**(5) FI\$CAL PARTNER BUSINESS EXECUTIVE,
DEPARTMENT OF FINANCE (DOF)**

FI\$Cal proposes to allocate the above position to the CEA category. This position fulfills key business leadership responsibilities and ensures the DOF is prepared and aligned to implement the statewide project for the DOF program areas of statewide budget development and administration. This position will have broad authority to work directly with DOF's program deputy directors to facilitate their business transformation and to identify and resolve any business policy or business operational barriers to success. The position ensures that the project business vision, goals, objectives, business policies and procedures are identified and met.

(6) FI\$CAL PARTNER BUSINESS EXECUTIVE, STATE CONTROLLER'S OFFICE (SCO)

FI\$Cal proposes to allocate the above position to the CEA category. This position fulfills key business leadership responsibilities and ensures the SCO is prepared and aligned to implement the statewide project for the SCO program areas of statewide accounting and claim audit disbursement. This position will have broad authority to work directly with SCO's program deputy directors to facilitate their business transformation and to identify and resolve any business policy or business operational barriers to success. The position ensures that the project business vision, goals, objectives, business policies and procedures are identified and met.

(7) FI\$CAL PARTNER BUSINESS EXECUTIVE, STATE TREASURER'S OFFICE (STO)

FI\$Cal proposes to allocate the above position to the CEA category. This position fulfills key business leadership responsibilities and ensures the STO is prepared and aligned to implement the statewide project for the STO program areas of statewide cash management. This position will have broad authority to work directly with STO's program deputy directors to facilitate their business transformation and to identify and resolve any business policy or business operational barriers to success. The position ensures that the project business vision, goals, objectives, business policies and procedures are identified and met.

(8) FI\$CAL PARTNER BUSINESS EXECUTIVE, DEPARTMENT OF GENERAL SERVICES (DGS)

FI\$Cal proposes to allocate the above position to the CEA category. This position fulfills key business leadership responsibilities and ensures the DGS is prepared and aligned to implement the statewide project for the DGS program areas of asset management (real estate and fleet) and procurement. This position will have broad authority to work directly with DGS's program deputy directors to facilitate their business transformation and to identify and resolve any business policy or business operational barriers to success. The position ensures that the project business vision, goals, objectives, business policies and procedures are identified and met.

- (9) **FI\$CAL DEPUTY PROJECT DIRECTOR, TECHNOLOGY**
FI\$Cal proposes to allocate the above position to the CEA category. This position fulfills key leadership responsibilities for the daily operations of the FI\$Cal Technology Team. This position is responsible for the design, development, and implementation strategies related to the system. This position ensures the coordination of activities within the Technology Team, and coordination of the Technology Team's responsibilities and activities with the Project's other primary teams of Administration, Business, and Organizational Change Management.
- (10) **FI\$CAL DEPUTY PROJECT DIRECTOR, ADMINISTRATION**
FI\$Cal proposes to allocate the above position to the CEA category. This position fulfills key leadership responsibilities for the daily operations of the FI\$Cal Administration Team. This position is responsible for establishing the management policies, planning, processes, coordination, tracking, controls, reporting and communication requirements for the project. This position is responsible for coordination and management of the project funding and resources and for the policy development and administration of all administrative activities associate with the Project. This position is responsible for establishing and maintaining all functions associate with the Project Management Office, Procurement, Cost and Schedule, Fiscal Services, Business Services, Human Resources, Recruitment, Exams, Retention, Training and the Project library.
- (11) **FI\$CAL DEPUTY PROJECT DIRECTOR, BUSINESS**
FI\$Cal proposes to allocate the above position to the CEA category. This position fulfills key leadership responsibilities for the daily operations of the FI\$Cal Business Team. This position is responsible for policy development and administration of the Business Team and coordination and management of the resolution of policy, standards, and procedures across the state related to the implementation of the system. This position ensures the coordination of activities within the Business Team, as well as coordinating the Business Team's responsibilities and activities with the Project's other primary teams.

**(12) FI\$CAL DEPUTY PROJECT DIRECTOR,
ORGANIZATIONAL CHANGE MANAGEMENT**

FI\$Cal proposes to allocate the above position to the CEA category. This position fulfills key leadership responsibilities for the daily operations of the FI\$Cal Organizational Change Management Team. This position is responsible for the creation and delivery of the change management and communication plans. This position ensures the coordination of activities of the Organizational Change Management Team's responsibilities and activities with the Project's other primary teams. This position is responsible for leading the project teams in providing solutions to address organizational change management and training issues related to: business transformation, strategy alignment, executive capability building, executive alignment, staff capability, staff alignment, and culture change.

**(13) FI\$CAL FUNCTIONAL SERVICES AND SUPPORT
EXECUTIVE**

FI\$Cal proposes to allocate the above position to the CEA category. This position fulfills key leadership responsibilities for the daily operations of the FI\$Cal Functional Services and Support Unit. This position is responsible for coordination and management of the expert functional business analysts and coordinating unit activities with the Project's other primary teams. The Functional Services and Support Executive coordinates the collaborative efforts of the Functional Services and Support Unit with the other Business Team units to design, configure, implement, maintain and operate the system to support the state's administrative functions.

(14) FI\$CAL INFORMATION SECURITY OFFICER

FI\$Cal proposes to allocate the above position to the CEA category. This position is responsible for coordination and management of the Project's security of information technology facilities, software, and equipment utilized for automated information processing. The position ensures the coordination of the security and risk management program for the Project. This position is responsible for collaborating with the State ISO, project partners' and departments' ISOs and the project Security Advisory Committee. The ISO oversees the analysis of information security legislation that might impact the project and

recommends the Project's position on the legislation. This position is responsible for the establishment and monitoring of policies that provide for the integrity and security of automated information, and will establish policies that provide for the security of information technology assets, the information security risk management program and a risk analysis process.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

(1) ASSOCIATE DIRECTOR, HUMAN RESOURCES

The Department of Corrections and Rehabilitation request to allocate the above position has been approved March 21, 2008.

(2) DEPUTY DIRECTOR, ENVIRONMENTAL BRANCH

The Department of Corrections and Rehabilitation request to allocate the above position has been approved March 21, 2008.

(3) CHIEF, ACCESSIBILITY SECTION

The Department of Parks and Recreation's request to allocate the above position has been approved March 21, 2008.

(4) ASSISTANT ASSOCIATE SECRETARY

The California Health and Human Services Agency's request to allocate the above position has been approved April 10, 2008.

(5) DEPUTY DIRECTOR, COUNTY FACILITIES CONSTRUCTION (CFC), CORRECTIONS STANDARDS AUTHORITY (CSA)

The Department of Corrections and Rehabilitation's request to allocate the above position has been approved April 17, 2008.

(6) BUREAU CHIEF, VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIAN BUREAU

The Department of Consumer Affairs' request to allocate the above position has been approved April 17, 2008.

(7) BUREAU CHIEF, BARBERING AND COSMETOLOGY BUREAU

The Department of Consumer Affairs' request to allocate the above position has been approved April 17, 2008.

(8) BUREAU CHIEF, DENTAL BUREAU

The Department of Consumer Affairs' request to allocate the above position has been approved April 17, 2008.

27. WRITTEN STAFF REPORT FOR BOARD INFORMATION

NONE

28. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY

NONE

29. BOARD ACTIONS ON SUBMITTED ITEMS

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting.

SUBMITTED

(1) PERSONAL SERVICES CONTRACT NO. 04-03

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief.
(Hearing held on August 12, 2004.)

(2) CASE NO. 05-3327A

Appeal from dismissal. Medical Technical Assistant. CA Department of Corrections and Rehabilitation.
(Oral argument held March 4, 2008.)

(3) CASE NO. 07-0850A.

Appeal from non-punitive termination. Clinical Social Worker. CA Department of Corrections and Rehabilitation.
(Oral argument held April 7, 2008.)

- (4) **CASE NO. 07-2966E.** Appeal from discrimination complaint. Environmental Planner. Department of Transportation. (Oral argument held April 22, 2008.)

A D J O U R N M E N T

**MEMORANDUM**

DATE: May 13, 2008
TO: STATE PERSONNEL BOARD
FROM: MIKE STRAZZO, Merit Operations Division
SUBJECT: NON-HEARING AGENDA ITEMS FOR BOARD ACTION

A. REVISED CLASS SPECIFICATION: PRINTING TRADES SPECIALIST CLASSES

At the State Personnel Board (SPB) meeting on April 22, 2008, the following three classes were abolished by the 5-member Board, and the revised class series specification for these classes was inadvertently omitted when the SPB agenda was published:

<u>Title</u>	<u>Class Code</u>
Printing Trades Specialist I (Finishing)	1489
Printing Trades Specialist II (General)	1499
Printing Trades Specialist IV	1522

The State Personnel Board and the Department of Personnel Administration request that the specification be revised to reflect the abolished classes.

B. ABOLISHMENT OF CLASSES

<u>Title</u>	<u>Class Code</u>
• Employment and Claims Assistant	9136
• Senior Property Auditor-Appraiser	5024
• Mobilehome Registration Specialist	8973
• Direct Marketing Specialist	0699
• Associate Direct Marketing Specialist	3006
• Food and Agricultural Management Development Trainee	5664
• Loss Control Plan Evaluator	9311
• Loss Control Certification Unit Manager	9314
• Collections Specialist, Department of Motor Vehicles	8641



CALIFORNIA STATE PERSONNEL BOARD

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ARNOLD SCHWARZENEGGER, Governor



Title	Class Code
• Collections Technician, Department of Motor Vehicles	8640
• Collections Supervisor, Department of Motor Vehicles	8642
• Milk Production Cost Analyst I	0554
• Milk Production Cost Analyst II	0155
• Supervising Milk Production Cost Analyst	0153
• Chief Deputy State Oil and Gas Supervisor	3753
• State Oil and Gas Supervisor	3752
• Supervising Actuarial Statistician	6078
• Assistant State Park Resource Ecologist	2831
• Associate State Park Resource Ecologist	2815
• Senior State Park Resource Ecologist	2829
• Supervising State Park Resource Ecologist	1081

TO: STATE PERSONNEL BOARD

FROM: Dave Rechs, Staff Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: Belinda Collins, Chief, Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Revised Class Specification for the Printing Trades Specialist Classes

SUMMARY OF ISSUES:

At the State Personnel Board (SPB) meeting on April 22, 2008, the following three classes were abolished by the 5-member Board:

<u>Title</u>	<u>Class Code</u>
Printing Trades Specialist I (Finishing)	1489
Printing Trades Specialist II (General)	1499
Printing Trades Specialist IV	1522

The revised class specification for these classes was inadvertently omitted when the SPB agenda was published.

CONSULTED WITH:

Daphne Baldwin, State Personnel Board
Dave Lopez, State Personnel Board

SEIU, Local 1000 was noticed regarding the abolishment of these classes and have no objection.

RECOMMENDATION:

That the revised class specification for the above-mentioned classes be adopted.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

PRINTING TRADES SPECIALIST

Series Specification
(Established June 17, 1976)

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
CL60	1485	Printing Trades Specialist Trainee (General)
CL65	1487	Printing Trades Specialist I (General)
CL67	1489	Printing Trades Specialist I (Finishing)
CL66	1488	Printing Trades Specialist I (Photocopy) (Abolished October 10, 2006)
CL70	1499	Printing Trades Specialist II (General)
CL83	1511	Printing Trades Specialist III (General)
CL84	1512	Printing Trades Specialist III (Process Camera) (Abolished October 10, 2006)
CL86	1522	Printing Trades Specialist IV
CL87	1519	Senior Printing Trades Specialist (General)
CL90	1473	Printing Trades Production Coordinator
CL85	1515	Printing Trades Supervisor I (General)
CL36	1516	Printing Trades Supervisor II (General)

DEFINITION OF SERIES

This consolidated series specification describes ~~12~~ 7 classes that either (1) learn to operate, (2) perform at the journey level, (3) perform at the advanced journey level, or (4) supervise the operation of a variety of machines associated with various reproduction and duplication methods. Employees in this series select proper paper and film; select proper mixtures of chemicals and inks; process different types of masters; change and adjust lights and regulate machines according to paper speeds and nature of originals; develop and fix reproductions; compare copies with originals; order and maintain supplies; make minor adjustments to machines; oil, clean, and make minor machine repairs; trim, sort, and assemble finished material; train and give instruction; lay out, assign, coordinate, supervise, and check work; maintain discipline; review the quality and quantity of production; maintain cost and production records; prepare cost distribution and statistical records; act as consultant and advise on best methods of reproduction and duplication; perform production control and job scheduling tasks; manage contracts with private vendors; serve as liaison between clients and private vendors; devise improvements in methods and procedures; enforce safety rules; and evaluate the performance of personnel and recommend appropriate action.

~~If a separate class for a specific specialty is required at any level, this can be accomplished by use of the core specification with the specialty indicated in parentheses following the core class title.~~

DEFINITION OF LEVELS

PRINTING TRADES SPECIALIST TRAINEE (GENERAL)

This is the recruiting and developmental class for persons qualified to learn machine operations in one or more areas of a broad range of reproduction and duplication methods. Under close supervision, employees learn to apply safety rules and regulations; select proper machines for each job requirement; select proper papers and films; adjust and regulate machine speed; process different types of masters; maintain supplies; oil, clean, and make minor repairs; and sort, trim, and assemble finished materials.

PRINTING TRADES SPECIALIST I (GENERAL) ~~(VARIOUS CLASSES)~~

This is the first journeyperson level. Under general direction, employees at this level perform a variety of tasks and operate a variety of machinery in performing work of average difficulty in one or more areas of a broad range of reproduction and duplication methods.

~~PRINTING TRADES SPECIALIST II (GENERAL)~~

~~This is the second journeyperson level. Under general direction, employees at this level perform a variety of tasks and operate a variety of machinery in performing a full range of work which includes a comparable amount of both average and complex work in one or more areas of a broad range of reproduction and duplication methods.~~

PRINTING TRADES SPECIALIST III (GENERAL) ~~(VARIOUS CLASSES)~~

This is the ~~third~~ second journeyperson level. Under general direction, employees at this level perform a variety of tasks and operate a variety of machinery in performing the most complex work in one or more areas of a broad range of reproduction and duplication methods.

~~PRINTING TRADES SPECIALIST IV~~

~~This is an advanced journey level class. Under general direction, incumbents perform the most complex printing and/or process camera work duties on a regular basis with the highest level of skill and technical expertise regularly requiring close registration printing on a variety of paper stocks of differing sizes, textures, and weights using a variety of ink colors. Incumbents use a wide array of the most highly sophisticated printing equipment a majority of the time and require a significant independence of action in the performance of duties.~~

SENIOR PRINTING TRADES SPECIALIST (GENERAL)

This is the first supervising level. Under general direction, employees at this level are either (1) in full charge of a small reproduction or duplication installation, or (2) an assistant supervisor in a medium-sized installation, or (3) a working supervisor in a medium or large installation training and directing the work of a unit of machine operators.

PRINTING TRADES PRODUCTION COORDINATOR

This is an advanced journey level, nonsupervisory specialty class for the Department of General Services, Office of Support Services, and departments with delegation to contract with outside vendors in providing printing services. Under general direction, employees at this level manage production control and job scheduling for the entire reprographics installation, administer contracts with private vendors, perform cost estimating, production monitoring, client consulting, and product inspection. Employees in this class may also be required to operate printing equipment as needed.

PRINTING TRADES SUPERVISOR I (GENERAL)

This is the second supervising level in this series. Under general direction, employees at this level are either (1) in full charge of a medium-sized reproduction or duplication installation, or (2) an assistant supervisor in a large installation.

PRINTING TRADES SUPERVISOR II (GENERAL)

This is the top supervising level in this series. Under general direction, employees at this level are in full charge of a large reproduction or duplication installation.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Experience and education which provide ability to perform successfully as a Printing Trades Specialist at the level and in the specialty for which application is made. (Candidate's application will be screened and those showing qualifications below the "Desirable Qualifications" which follow may be eliminated without further examination.)

DESIRABLE QUALIFICATIONS

PRINTING TRADES SPECIALIST TRAINEE (GENERAL)

Either I

One year of experience in the California state service at a level of responsibility equivalent to that obtained in the class of Office Assistant (General) or Service Assistant (Duplicating).

Or II

Completion of a formal work experience training program in machine operation, such as those operated under the Manpower Development Training Act (MDTA), the Job Corps, the Neighborhood Youth Corps, the Concentrated Employment Program (CEP), the Work Incentive Program (WIN), or similar programs operated by State, Federal, or local agencies.

PRINTING TRADES SPECIALIST I (GENERAL) ~~(VARIOUS CLASSES)~~

Either I

Six months' experience in the California state service performing the duties of a Printing Trades Specialist Trainee.

Or II

One year of experience operating one or a combination of machines in one or more areas of a broad range of reproduction and duplication methods.

~~PRINTING TRADES SPECIALIST II (GENERAL)~~

~~Either I~~

~~Six months of experience in the California state service performing the duties of a Printing Trades Specialist I.~~

~~Or II~~

~~Two years of experience operating a variety of machines in one or more areas of a broad range of reproduction and duplication methods.~~

PRINTING TRADES SPECIALIST III (GENERAL) ~~(VARIOUS CLASSES)~~

Either I

One year of experience in the California state service performing the duties of a Printing Trades Specialist I ~~or six months of experience performing the duties of a Printing Trades Specialist II.~~

Or II

Two years of experience operating a variety of machines in one or more areas of a broad range of reproduction and duplication methods.

~~PRINTING TRADES SPECIALIST IV~~

~~Either I~~

~~One year of experience in the California state service performing the duties of a Printing Trades Specialist III.~~

~~Or II~~

~~Two years of experience in the California state service performing the duties of a Printing Trades Specialist II.~~

~~Or III~~

~~Three years of varied experience operating a variety of machines in one or more areas of a broad range of reproduction and duplication methods.~~

SENIOR PRINTING TRADES SPECIALIST (GENERAL)

Either I

One year of experience in the California state service performing the duties of a ~~Printing Trades Specialist II or a~~ Printing Trades Specialist III.

Or II

Three years of varied experience operating a variety of machines in one or more areas of a broad range of reproduction and duplication methods.

PRINTING TRADES PRODUCTION COORDINATOR

Either I

One year of experience in the California state service performing the duties of a Printing Trades Specialist III or a Senior Printing Trades Specialist.

Or II

Two years of experience in the California state service performing the duties of a Printing Trades Specialist II.

Or III

Three years of varied experience operating a variety of machines in one or more areas of a broad range of reproduction and duplication methods.

PRINTING TRADES SUPERVISOR I (GENERAL)

Either I

One year of experience in the California state service performing the duties of a Senior Printing Trades Specialist or two years of experience performing the duties of a Printing Trades Specialist II or a Printing Trades Specialist III.

Or II

Four years of varied experience in the operation of a variety of machines, at least one year of which must have been in a supervisory capacity in one or more areas of a broad range of reproduction and duplication methods.

PRINTING TRADES SUPERVISOR II (GENERAL)

Either I

One year of experience in the California state service performing the duties of a Printing Trades Supervisor I or two years of experience performing the duties of a Senior Printing Trades Specialist.

Or II

Five years of varied experience in operation of a variety of machines, at least two years of which must have been in a supervisory capacity in one or more areas of a broad range of reproduction and duplication methods.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: The safety and health policies and procedures contained in the department's Injury and Illness Prevention Program, and knowledge of basic safe work practices.

Ability to: Carry out directions, learn rapidly the operating details of reproduction and duplication equipment, meet deadlines, maintain a clean and safe work area, and communicate at the level required for successful job performance.

PRINTING TRADES SPECIALIST I, ~~II~~ AND III (GENERAL) (~~VARIOUS CLASSES~~)

Knowledge of: Reproduction and duplication processes, equipment, materials, and methods.

Ability to: Operate, adjust, and maintain equipment in good working condition; and follow directions.

PRINTING TRADES SPECIALIST IV

Knowledge of: All of the above, and reproduction processes, equipment, materials, and methods.

Ability to: All of the above, and operate, adjust, and maintain sophisticated printing and camera equipment in good working condition; and follow directions.

SENIOR PRINTING TRADES SPECIALIST (GENERAL)

Knowledge of: All of the above, and capabilities of various reproduction and duplication machines and their application to various job requests; current development in methods, materials, and equipment; principles and techniques of personnel training and supervision; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment; the basic safety and health regulations contained in the California Code of Regulations, Title 8 Industrial Relations, General Industry Safety Orders; the department's safety and health policies and procedures as contained in the department's Injury and Illness Prevention Program, and the supervisor's role in maintaining an effective injury and illness prevention program.

Ability to: All of the above, and repair various reproduction and duplication equipment, supervise a small group and work well with others, analyze situations accurately and take effective action, estimate costs, maintain records, and make reports; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

PRINTING TRADES PRODUCTION COORDINATOR

Knowledge of: All of the above, and capabilities of various reproduction and duplication machines and their application to various job requests; current development in methods, materials, and equipment; paper, ink, and other materials required to produce finished products; principles of effective job layout and production; cost estimating and job scheduling techniques; and the department's equal opportunity policies.

Ability to: All of the above, and accurately analyze staffing and equipment capabilities and schedule work accordingly; interpret customer work orders correctly; and analyze situations accurately and take effective action, maintain records, and make reports.

PRINTING TRADES SUPERVISOR I (GENERAL)

Knowledge of: All of the above, and principles of organization and management, modern office methods, and procedures.

Ability to: All of the above, and modify reproduction and duplication equipment, coordinate the work of assistants, and supervise a medium-sized reproduction or duplication unit.

PRINTING TRADES SUPERVISOR II (GENERAL)

Knowledge of: All of the above.

Ability to: All of the above, and apply creativity in the design and modification of a complex reproduction or duplication installation, and supervise a large reproduction or duplication unit.

SPECIAL PERSONAL REQUIREMENTS

ALL LEVELS:

Aptitude for and interest in machine operation; neatness; orderliness; alertness; manual dexterity; willingness to follow a prescribed routine, stand for long periods of time, and work in noisy surroundings.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Printing Trades Specialist Trainee (General)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist I (General)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist I (Finishing)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist I (Photocopy) (Abolished October 10, 2006)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist II (General)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist III (General)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist III (Process Camera) (Abolished October 10, 2006)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist IV	8/9/94	--	--
Senior Printing Trades Specialist (General)	6/17/76	4/21/94	1/6/88
Printing Trades Production Coordinator	5/2/84	4/21/94	5/1/87
Printing Trades Supervisor I (General)	6/17/76	4/21/94	1/6/88
Printing Trades Supervisor II (General)	6/17/76	4/21/94	1/6/88

TO: STATE PERSONNEL BOARD

FROM: Dave Rechs, Staff Personnel Program Analyst
Classification and Compensation Division

REVIEWED BY: Belinda Collins, Chief
Classification and Compensation Division

SUBJECT: Abolishment of Vacant Civil Service Classes

SUMMARY OF ISSUES:

In the interest of maintaining the State's overall classification plan, the Department of Personnel Administration and State Personnel Board propose to abolish the following twenty-one vacant classifications. These classes have gone unused for more than twenty-four months, and their future use is not anticipated. Since some of these classifications are part of a series, we have included the class specification in the board item.

CONSULTED WITH:

Daphne Baldwin, State Personnel Board
Dave Lopez, State Personnel Board

All pertinent exclusive representatives have been noticed regarding this proposed class abolishment and there have been no objections.

RECOMMENDATIONS:

That the below civil service classes listed in this calendar be abolished.

Title	Class Code
Employment and Claims Assistant	9136
Senior Property Auditor-Appraiser	5024
Mobilehome Registration Specialist	8973
Direct Marketing Specialist	0699
Associate Direct Marketing Specialist	3006
Food and Agricultural Management Development Trainee	5664
Loss Control Plan Evaluator	9311
Loss Control Certification Unit Manager	9314
Collections Specialist, Department of Motor Vehicles	8641
Collections Technician, Department of Motor Vehicles	8640
Collections Supervisor, Department of Motor Vehicles	8642

Milk Production Cost Analyst I	0554
Milk Production Cost Analyst II	0155
Supervising Milk Production Cost Analyst	0153
Chief Deputy State Oil and Gas Supervisor	3753
State Oil and Gas Supervisor	3752
Supervising Actuarial Statistician	6078
Assistant State Park Resource Ecologist	2831
Associate State Park Resource Ecologist	2815
Senior State Park Resource Ecologist	2829
Supervising State Park Resource Ecologist	1081

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

ACTUARIAL STATISTICIAN
Series Specification
(Established February 3, 1982)

SCOPE

The classifications in this series are used to assist in such projects as the analysis of premium rates, the calculation and verification of financial liabilities and reserves, the analysis of financial operations, the establishment of criteria for the screening of financial reports for unusual situations, the determination of the adequacy of risk reserves, the computation and analysis of statistical data and consideration of the appropriateness and manner of use, and the interpretation and application of those statutes which required the application of actuarial principles.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
LP70	6080	Actuarial Statistician
LP65	6079	Senior Actuarial Statistician
LP60	6078	Supervising Actuarial Statistician

DEFINITION OF SERIES

Classes in this series are involved in the compilation and analysis of data involving the financial condition and operations of insurance companies. The work performed is in support of the actuarial functions.

FACTORS AFFECTING POSITION ALLOCATION

This scope and level of responsibilities assigned, complexity of work, independence and consequence of action, impact of decision making on affected programs, and the degree of supervision exercised and received serve as differentiating factors between individual levels.

DEFINITION OF LEVELS

ACTUARIAL STATISTICIAN

This is the first working level. Under general supervision, incumbents perform most assignments and may lead a team of Insurance Examiners on special projects.

SENIOR ACTUARIAL STATISTICIAN

This is the full journey level. Under general supervision, incumbents perform all assignments including initiating complex projects and maintaining adequate control of the operation involved in such projects. Incumbents may lead other employees on special assignments.

~~SUPERVISING ACTUARIAL STATISTICIAN~~

~~This is the full supervisory level. Under general direction, incumbents are responsible for the supervision of all subordinate actuarial statisticians.~~

MINIMUM QUALIFICATIONS

ACTUARIAL STATISTICIAN

Either I

One year of experience in the California state service performing the duties of the class Insurance Examiner, Range E, F, G, or H.

Or II

Three years of increasingly responsible experience in a position requiring a knowledge of actuarial science, insurance accounting, and applicable laws. (Experience in the California state service applied toward this requirement must be at the level of responsibility provided in the promotional pattern.) and

Education: Equivalent to graduation from college including nine semester hours of insurance, or accounting courses and at least six semester hours of actuarial science or statistic courses. (Experience with an insurance company performing actuarial or technical underwriting, or claims work may be substituted for education requirement on a year-for-year basis to a maximum of two years.)

SENIOR ACTUARIAL STATISTICIAN

Either I

One year of experience in the California state service performing the duties of an Actuarial Statistician.

Or II

Experience: Four years of increasingly responsible experience in a position requiring the knowledge of actuarial science, insurance accounting, and applicable laws. (Experience in the California state service applied toward this requirement must be at the level of responsibility provided in the promotional pattern.) and

Education: Equivalent to graduation from college including nine semester hours of insurance or accounting courses and at least six semester hours of actuarial science or statistics courses. (Experience with an insurance company performing actuarial or technical underwriting or claims work may be substituted for the educational requirements on a year-for-year basis up to a maximum of two years.)

~~SUPERVISING ACTUARIAL STATISTICIAN~~

Either I

~~One year of experience in the California state service performing the duties of a Senior Actuarial Statistician.~~

Or II

~~Five years of increasingly responsible experience in a position requiring knowledge of actuarial science, insurance accounting and applicable laws. (Experience in the California state service applied toward this requirement must be at the level of responsibility provided in the promotional pattern.) and~~

~~Education: Equivalent to graduation from college, including nine semester hours of insurance or accounting courses and at least six semester hours of actuarial science or statistics courses. (Experience with an insurance company performing actuarial or technical underwriting or claims work may be substituted for the educational requirements on a year for year basis up to a maximum of two years.)~~

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Actuarial science; insurance principles; general accounting and auditing principles; insurance accounting and uniform accounting systems prescribed for insurance companies; and the financial organization and practices of various types of insurance companies.

Ability to: Gather, organize, summarize, and analyze financial data; establish and maintain controls over procedures operating within the actuarial division; apply general actuarial accounting and auditing principles and procedures; and prepare clear, complete, concise reports and correspondence concerning the verification of policy and claim reserves.

~~SUPERVISING ACTUARIAL STATISTICIAN~~

~~Knowledge of:~~ All of the above, plus principles of personnel management and supervision; the department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

~~Ability to:~~ All of the above, plus plan, organize, and direct the work of others; evaluate employee performance; contribute effectively to the department's affirmative action objectives.

ADDITIONAL DESIRABLE QUALIFICATIONS

ACTUARIAL STATISTICIAN

Completion of either (a) two examinations of the Society to Actuaries, or (b) two examinations of the Casualty Actuarial Society.

SENIOR ACTUARIAL STATISTICIAN

Completion of either (a) three examinations of the Society of Actuaries, or (b) three examinations of the Casualty Actuarial Society.

~~SUPERVISING ACTUARIAL STATISTICIAN~~

~~Completion of either (a) four examinations of the Society of Actuaries, or (b) four examinations of the Casualty Actuarial Society.~~

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Actuarial Statistician	2/3/82	--	--
Senior Actuarial Statistician	2/3/82	--	--
Supervising Actuarial Statistician	2/3/82	—	—

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

MOBILEHOME REGISTRATION SUPERVISOR
Series Specification
(Established August 13, 1981)

SCOPE

This series specification describes classes in State service which ~~carry out and/or~~ supervise activities in the titling and registration of mobilehomes and manufactured housing and provide information to the general public about the program. ~~Most~~ The positions within this series are responsible for supervising the staff of a unit or subunit within the organizational structure of the program.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
VY44	8945	Mobilehome Registration Supervisor I
VY42	8957	Mobilehome Registration Supervisor II
VY40	8967	Mobilehome Registration Supervisor III
VY35	8973	Mobilehome Registration Specialist
VY30	8974	Mobilehome Registration Manager

DEFINITION OF SERIES

Mobilehome Registration Supervisors, personally or through subordinate line supervisors, plan, organize, direct, and review the work of employees performing mobilehome and manufactured housing titling and registration and related work; make decisions on problems ranging in difficulty level from average to the most difficult and complex and requiring interpretation of the law and departmental policy relating to assigned functions; may recommend changes in law or policy where appropriate; contact groups and individuals to promote community understanding, acceptance, and support of Department programs; interpret, apply, and explain to the public, organizations, and other government jurisdictions the provisions of the law and administrative regulations, policies, and procedures concerning titling, registration, and ownership of manufacturing housing and mobilehomes; direct and supervise title searches of mobilehomes; determine if mobilehomes or manufactured houses are subject to registration in California and indicate documents required for proper registration and transfer of ownership; oversee the inspection of mobilehomes for type, usage, and verification of identification and indicia numbers; issue indicia; determine, collect, and account for fees and penalties; review expenditures for permanent personnel, temporary help, equipment and operating expenses, and prepare budgets, maintain records, and prepare reports concerning the work of assigned units; ~~as a staff specialist, make studies of programs, policies, and procedures; write~~

~~letters and memoranda; dictate correspondence and prepare reports; speak before public gatherings; perform program evaluations; and do other related duties.~~

ENTRY LEVEL

Entry into the Mobilehome Registration Supervisor series is typically from the Supervising Program Technician (Mobilehomes) classes and other classes which provide an understanding of mobilehome titling and registration functions.

FACTORS AFFECTING POSITION ALLOCATION

Difficulty and complexity of the work assignment as indicated by the scope and variety of the work performed, the problems encountered and the decisions made, control exercised over the work of others, the number of separate functions supervised, and inherent responsibility of the position. Size of staff, program scope, and statewide impact also determine allocation standards.

DEFINITION OF LEVELS

MOBILEHOME REGISTRATION SUPERVISOR I

Incumbents supervise a specialized unit in headquarters responsible for activities such as liaison with California's 58 counties regarding mobilehome taxation issues such as voluntary conversion to property tax or reinstatement to State in lieu tax.

MOBILEHOME REGISTRATION SUPERVISORY II

Incumbents either supervise (1) through subordinate supervisors a headquarters unit, composed of a group of different functions, such as manual processing including files, mailroom, and cashiering; or (2) the activities of a field office providing mobilehome titling and registration services and support services for one or more of the other housing or manufactured housing programs administered by the Division of Codes and Standards.

MOBILEHOME REGISTRATION SUPERVISOR III

Incumbents either (1) through subordinate supervisors supervise a large organizational unit involved in all aspects of processing titling and registration transactions (excluding manual processing

functions); or (2) through Mobilehome Registration Supervisors, supervise all field office activities engaged in titling and registration work.

~~MOBILEHOME REGISTRATION SPECIALIST~~

~~The incumbent functions as a staff specialist, developing policies and procedures; as liaison between the Mobilehome Titling and Registration Program and other government agencies; and as assistant to the Mobilehome Registration Manager.~~

MOBILEHOME REGISTRATION MANAGER

The incumbent functions as program manager for the Mobilehome Titling and Registration Program.

MINIMUM QUALIFICATIONS

MOBILEHOME REGISTRATION SUPERVISOR I

Either I

One year of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Supervising Program Technician II (Mobilehomes) or Office Services Supervisor II (General).

Or II

Two years of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Officer Services Supervisor I (General) or Program Technician II (Mobilehomes).

Or III

Three years of experience in work requiring a knowledge of the regulations of the State of California governing the titling and registration of mobilehomes. [Experience in the California state service applied toward this requirement must be in a class equivalent in level of responsibility to that of Program Technician II (Mobilehomes).] (College education may be substituted for one-half of the required experience on the basis of one year of education for six months of experience.)

MOBILEHOME REGISTRATION SUPERVISOR II

Either I

One year of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor I or Supervising Program Technician III (Mobilehomes).

Or II

Two years of experience in the California state service performing mobilehome titling and registration in a class equivalent in level of responsibility to that of Supervising Program Technician II (Mobilehomes) or Office Services Supervisor II (General).

Or III

Three years of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Office Services Supervisor I (General) or Program Technician II (Mobilehomes).

Or IV

Four years of experience in work requiring a knowledge of the regulations of the State of California governing the titling and registration of mobilehomes.

[Experience in California state service applied toward the experience requirement must have been in a class equivalent in level of responsibility to that of Program Technician II (Mobilehomes).]
(College education may be substituted for one-half of the required experience on the basis of one year of education for six months of experience.)

MOBILEHOME REGISTRATION SUPERVISOR III

Either I

One year of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor II.

Or II

Two years of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor I or Supervising Program Technician III (Mobilehomes).

Or III

Four years of supervisory or managerial experience in work requiring a knowledge of the regulations of the State of California governing the titling and registration of mobilehomes. [Experience in California state service applied toward this requirement must have been in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor I or Supervising Program Technician III (Mobilehomes).]

~~MOBILEHOME REGISTRATION SPECIALIST~~

~~Either I~~

~~One year of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor II.~~

Or II

~~Two years of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor I or Supervising Program Technician III (Mobilehomes).~~

Or III

~~Four years of supervisory or analytical experience in work requiring a knowledge of the regulations of the State of California governing the titling and registration of mobilehomes. [Experience in California state service applied toward this requirement must have been in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor I or Supervising Program Technician III (Mobilehomes).]~~

MOBILEHOME REGISTRATION MANAGER

Either I

One year of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor III.

Or II

Two years of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor II.

Or III

Five years of increasingly responsible managerial or supervisory experience in work requiring knowledge of the regulations of the State of California governing the titling and registration of mobilehomes. (Experience in the California state service applied toward this requirement must have included either one year performing the duties of a class at a level of responsibility equivalent to that obtained in the class of Mobilehome Registration Supervisor III or two years performing the duties of a class at a level of responsibility equivalent to that obtained in the class of Mobilehome Registration Supervisor II.)

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Provisions of Mobilehome Titling and Registration Laws, Rules and Procedures, and related laws and regulations with particular reference to sections relating to the registration and ownership of mobilehomes; organization, functions, policies and procedures of office management principles, methods and equipment; accepted methods

of handling and accounting for money received; principles of effective supervision; the department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Plan, organize and direct the work of others; analyze situations accurately and take effective action; gather and analyze data; speak effectively; prepare clear and concise reports; establish and maintain friendly and effective working relationships with those contacted in the work; read and write at a level appropriate to the classification; and effectively contribute to the department's affirmative action objectives.

MOBILEHOME REGISTRATION SUPERVISOR III

Ability to: In addition to the above, plan, organize and direct the operations and staff of several field offices.

MOBILEHOME REGISTRATION MANAGER

Knowledge of: In addition to the above, public administration and general management principles, practices, and problems, including those relating to organization, planning, and work control; State administrative, budget, and personnel procedures as they relate to the Mobilehome Titling and Registration Program.

Ability to: In addition to the above, plan, organize, and direct the operations and staff of a number of varied units within the Mobilehome Titling and Registration Program and statewide field offices.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Mobilehome Registration Supervisor I	8/13/81	12/15/87	--
Mobilehome Registration Supervisor II	8/13/81	12/15/87	--
Mobilehome Registration Supervisor III	8/13/81	12/15/87	--
Mobilehome Registration Specialist	8/13/81	12/15/87	—
Mobilehome Registration Manager	8/13/81	12/15/87	--



MEMORANDUM

DATE: May 13, 2008
TO: STATE PERSONNEL BOARD
FROM: MIKE STRAZZO, Merit Operations Division
SUBJECT: STAFF AGENDA ITEMS FOR BOARD INFORMATION

NONE PRESENTED